

## Tab A

### COMMANDING OFFICER

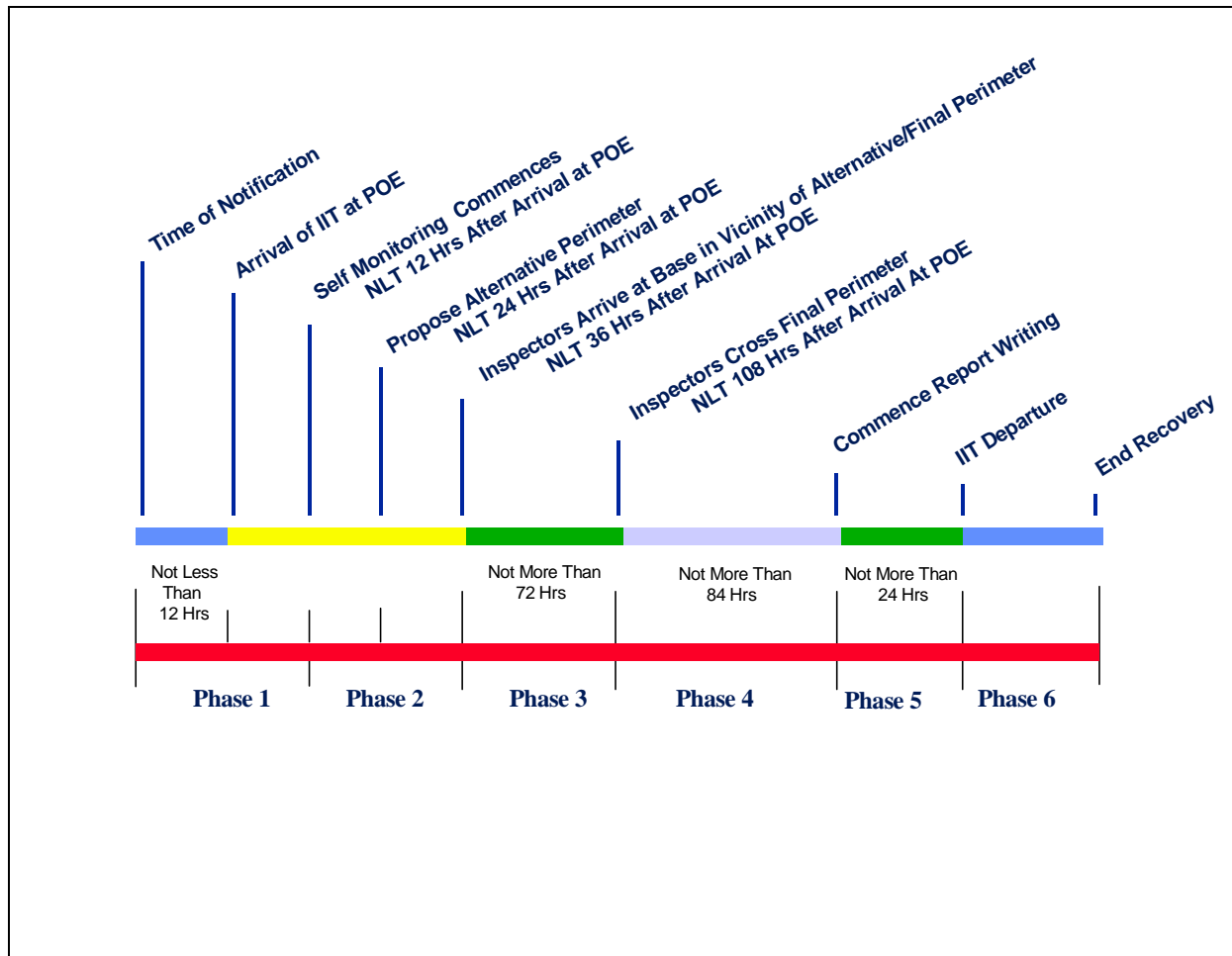
*Tab A provides the Commanding Officer (CO) with a concise overview of what to expect upon notification of a Chemical Weapons Convention (CWC) challenge inspection. A prioritized checklist is provided to help guide the staff and to organize resources to manage the many activities associated with a CWC challenge inspection. Within hours of initial notification of impending inspection, a Department of the Navy (DON) Tiger Team will be enroute to the inspection site to assist with planning and preparation efforts. The Tiger Team consists of CWC inspection experts who will assist the command throughout the inspection. Status of the Tiger Team, including the estimated arrival time, may be determined by calling the Naval Treaty Implementation Program at (202) 764-0910, DSN 764-0910. The secondary number is (202) 764-0920, DSN 764-0920. For more specific information on the Tiger Team and the assistance it provides, see Appendix A1. See Appendixes A2 and A3 for guidance and checklists for tenant activities and ships in port, respectively. For facilities located in a Host Country, the CIO has been provided with a unique Tab S.*

### BACKGROUND

DON facilities selected for a challenge inspection under the CWC are unlikely to be familiar with the complex treaty language, inspection procedures, and planning and implementation required to host a CWC challenge inspection. This Inspection Readiness Plan (IRP) guides planning and execution of all major facility functions involved in the inspection. The Commanding Officer's Checklist integrates the efforts of his or her staff members, who will execute their own detailed checklists. This integration allows the CO and his or her staff to mount a unified and coordinated effort to implement the Inspection Readiness Plan (IRP) and to meet U.S. national obligations under the provisions of the CWC.

For overseas facilities, interaction with host country officials during an actual inspection will depend chiefly on two factors: which country has been challenged (the U.S. or the Host Country) and the Host Country Agreement. The CIO's checklist, Tab S, addresses facilities located in a Host Country, and covers a "worst case" scenario challenge to the U.S. with U.S. lead in all phases of the inspection. Portions of the checklist may require modification based on local conditions and specifics contained in the Host Country Agreement.

Refer to the CWC challenge inspection timeline (Figure A-1) on the following page. This timeline depicts the phases of the inspection as described in the Commanding Officer's Checklist.



**Figure A-1. CWC Challenge Inspection Timeline**

# **Commanding Officer's (CO's) Checklist** **Naval Treaty Implementation Program (202) 764-0920,** **DSN 764-0920**

## **Phase 1 — Notification/Initial Planning & Response**

<b>PHASE 1</b>	<b>PHASE 2</b>	<b>PHASE 3</b>	<b>PHASE 4</b>	<b>PHASE 5</b>	<b>PHASE 6</b>

Phase 1 is the time period from initial notification to start of self-monitoring. Self-monitoring must begin NLT 12 hours after the International Inspection Team (IIT) arrives at the point of entry (POE).

### **UPON NOTIFICATION**

#### **1. Review the notification ..... ☐**

This is your first indication of an inspection. It may be a message or a telephone call from the Naval Treaty Implementation Program. The message will be the official notification, and may ask specific questions about your facility. Be prepared to answer those questions in communications with the Naval Treaty Implementation Program as soon as possible.

#### **2. Contact the Naval Treaty Implementation Program..... ☐**

If not already known, coordinate with the Naval Treaty Implementation Program to learn how many people they will be sending. Ascertain the number of inspectors, Tiger Team members, other United States Government (USG) officials traveling to the facility, and their expected arrival times. The facility must provide vehicles, meals, negotiation and workspaces, supply and administrative support.

It is important that facility inputs are available during the first negotiation sessions with the IIT. The Naval Treaty Implementation Program is your primary contact with regard to the inspection process. The telephone number is (202) 764-0920, DSN 764-0920. The fax number is (202) 764-0930.

**NOTES**

**3. Inform appropriate chain of command ..... ☐**

Inform chain of command of impending challenge inspection. Throughout the inspection, ensure chain of command is kept apprised of all related inspection activities.

Inform or direct Challenge Inspection Officer (CIO) (designated in next step) to notify tenant activities and neighboring commands of the pending inspection. Distribute appropriate Inspection Readiness Plan (IRP) tabs to tenant activities (Appendix A2) and to ships in port (Appendix A3).

Ensure SP 2025 (PLAD: NAVARMSCONTROLCOORD WASHINGTON DC//SP 2025//) is included as an INFO addressee for all inspection-related message traffic.

**4. Designate Challenge Inspection Officer (CIO) ..... ☐**

The CIO will be your key action officer. This position should be filled by a senior individual, usually the Executive Officer/Chief Staff Officer, who will be responsible for overall coordination of the inspection. He should be knowledgeable of the facility's physical layout, tenant and subordinate commands, staff organization, and contract operations. He will work closely with you to support perimeter negotiations, self-monitoring, base preparation, and development of pre-inspection briefings. Direct the CIO, once appointed, to begin putting together the Inspection Planning Staff (Tab B, Challenge Inspection Officer, or Tab S, Challenge Inspection Officer In Host Country Facilities).

**5. View the "Preparing Department of the Navy Facilities for a Chemical Weapons Convention Challenge Inspection" video ..... ☐**

As time allows, view this video to gain an overview of the CWC and initial preparation requirements.

**6. Direct the immediate setup of an Inspection Ops Center ..... ☐**

Direct the CIO, Inspection Ops Center Coordinator, and the Communications Officer to review "Inspection Ops Center" (Tab C) in the IRP. They need to select the location of the Inspection Ops Center for your approval and immediately begin setting it up for the inspection. Also direct the selection of locations for the IIT private work space, the observer's work space, the briefing area for the IIT, USG Escorts' work area, and the inspection team's negotiations spaces. (Recommendations regarding the location of these areas are on page L-2.)

Commanding Officer

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## NOTES

**7. Review the Basic Plan ..... □**

The Basic Plan section of the IRP provides a good overview of what to expect during the course of a CWC challenge inspection. It is recommended that the CO thoroughly review the Basic Plan once Steps 1 through 4 of the CO's Checklist are underway.

**PREPARATION ACTIVITIES**

**8. Before initial inspection planning meeting ..... □**

Review the CWC challenge inspection timeline (Figure A-1). All phases of the CWC challenge inspection process are governed by time limitations as indicated in Figure A-1. Checklists are organized according to the six phases. Additionally, all tabs and checklists are cross-referenced and coordinated with the CO's Checklist. The following activities involve treaty-required *fixed deadlines*:

- **Self-Monitoring**

*The first treaty-required inspection activity required to be implemented by the facility is self-monitoring of the requested perimeter. The Self-Monitoring Coordinator ensures all perimeter exits are identified and properly monitored or sealed according to a plan he or she develops. This planning should begin immediately because self-monitoring operations must commence NLT 12 hours after the IIT arrives at the POE.*

It is suggested that the Facility Security Officer/ Provost Marshal be designated as the self-monitoring coordinator (Tab F, Self-Monitoring).

- **Perimeter activities and pre-inspection briefing**

*These activities begin upon arrival of the IIT at the site, which must occur by treaty requirement no later than 36 hours after arrival of the IIT at the POE. They involve providing fully prepared base escorts during perimeter activities coordinated by the Base Escort Coordinator and presenting the pre-inspection briefing coordinated by the CIO (see B2, Pre-Inspection Briefings).*

**NOTES**



- **Setup of Inspection Ops Center**

Although this is not treaty-required, it is imperative to have the Inspection Ops Center up and running within 12 hours of notification so that other treaty-required activities, such as self-monitoring, can be coordinated properly.

**9. Review Appendix B1, Inspection Negotiations.....** ☐

This appendix provides a good description of the entire negotiation process that takes place during the course of a CWC challenge inspection and addresses the conduct of an initial vulnerability assessment. The CO or his designated representative should be directly involved with this aspect of the inspection from the start.

**10. Conduct initial planning meeting.....** ☐

This meeting should be held as soon after notification as possible, *but in no case later than 3 hours after notification*. It is better to hold the meeting and determine the current state of affairs and availability of personnel and facilities rather than postpone starting in the hope of resolving all issues ahead of time. Ensure tenant activities are invited to attend and are included in the preparation process.

**(a) Review/Appoint remaining members of Inspection Planning Staff (IPS).....** ☐

Ensure CIO has appointed all IPS members. If CIO has not made all appointments, have him do so immediately.

**(b) Review the CWC Inspection Timeline with IPS.....** ☐

Brief IPS on impending inspection. Review the initial notification and determine if and when additional information is required. Prioritize response items.

**(c) Direct CIO to organize support for arrival of IIT, Tiger Team, observers, etc. ....** ☐

Commanding Officer

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## NOTES

- (d) **Assess impact of inspection on facility security, safety, and operations (Tabs D, G, H, and I) .....** ☐

**NOTE:** Activities with air stations should consider limiting incoming *transient* aircraft to official business only after the notification of a challenge inspection. Review planned operations and Notice to Airmen (NOTAM) procedures. Likewise, activities with pier facilities/harbor operations/anchorage should review local operations area procedures/ Notice to Mariners as appropriate. All these areas are subject to self-monitoring.

- (e) **Schedule Tiger Team planning meeting .....** ☐

Schedule the Tiger Team planning meeting upon arrival of the team. The purpose of this meeting is to review the progress of inspection planning efforts and integrate the Tiger Team into the planning process.

**Time:** \_\_\_\_\_ **Place:** \_\_\_\_\_

- 11. Conduct the Tiger Team planning meeting.....** ☐  
(Goal: notification plus 8 hours or upon arrival of the Tiger Team.)

Introduce key IPS personnel to Tiger Team and vice versa. Discuss immediate issues/problems or any potential delays with meeting treaty-required items. Tiger Team personnel will come prepared to contribute their experience and technical expertise where needed.

- (a) **Determine present position on CWC inspection timeline (Figure A-1).....** ☐

- (b) **Self-Monitoring Coordinator reports on the following items:.....** ☐

- Location of all perimeter exits, and those that are subject to monitoring
- Positioning of locks and seals on exits that will not be used

Commanding Officer

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## NOTES

- Coordination with facility security personnel who will conduct self-monitoring
- Status of self-monitoring preparations, including training and equipment checkouts.

**(c) CIO reports on the following items: ..... ☐**

- IIT arrival schedule/itinerary/transportation/lodging/etc.
- Review status of pre-inspection briefing. Brief the inspection mandate, if available. (The inspection mandate will be conveyed to the facility through the initial notification message or in later phone calls from the Naval Treaty Implementation Program.)

**(d) Inspection Ops Center Coordinator reports on the following: ..... ☐**

- Location selected for Inspection Ops Center: Is it adequate to the task as outlined in Tab C of the IRP?
- Other Inspection Ops Center support: Are the administration, supply, transportation, and other appropriate functions adequately supporting setup of Inspection Ops Center?

**(e) Communications Officer reports on the following: ..... ☐**

- Progress of communications planning: Is there a manning schedule for the Inspection Ops Center radio operators? Is there a communications plan in place?
- Installation of communications: Have telephone lines been installed (if required) and a radio net been set up as required in Tab C? Is the Communications Officer supervising on scene?

Commanding Officer

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## NOTES

**(f) Base Preparation Coordinator reports on the following:.....** ☐

- Base preparation: Is the list of building and area coordinators being developed? Are site prep assistants being selected? Is Tab D of the IRP being implemented?
- Security: Are the Operations Security (OPSEC) Officer, the Naval Criminal Investigative Service (NCIS) representative, and other security personnel responding to the Base Prep Coordinator as required?

**(g) Base Escort Coordinator reports on the following: .....** ☐

- Status of base escort training
- Are arrangements for receiving the IIT at the airport in place, if required? Have anticipated transportation and communication arrangements been implemented?

**(h) Other Inspection Planning Staff members report on their progress as appropriate:**

- |                                  |                          |                                |                          |
|----------------------------------|--------------------------|--------------------------------|--------------------------|
| • Supply Officer.....            | <input type="checkbox"/> | • Public Works Officer.....    | <input type="checkbox"/> |
| • Physical Security Officer..... | <input type="checkbox"/> | • Medical/Dental Officer.....  | <input type="checkbox"/> |
| • Safety Officer .....           | <input type="checkbox"/> | • Public Affairs Officer ..... | <input type="checkbox"/> |
| • Legal Officer .....            | <input type="checkbox"/> | • Administration Officer.....  | <input type="checkbox"/> |
| • Transportation Officer.....    | <input type="checkbox"/> | • Tenant Activities.....       | <input type="checkbox"/> |

**12. Ensure readiness to commence self-monitoring activity .....** ☐  
(Tab F, Self-Monitoring)

The CIO or the Self-Monitoring Coordinator should brief the Inspection Planning Staff on the requested perimeter.

**13. Receive report from CIO on progress of preparations for IIT arrival.....** ☐  
(Tab B, CIO Checklist and Appendix B2, Pre-Inspection Briefing)

Commanding Officer

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## NOTES



## PHASE 1-2 TRANSITION MEETING

This meeting should be held in the Inspection Ops Center NLT IIT arrival at POE plus 10 hours. (Note: Facility self-monitoring *must* begin in less than 2 hours.)

14. Review current position on inspection timeline (Figure A-1)..... ☐

15. Receive preparation status reports.

(a) CIO reports on following items: ..... ☐

- Self-monitoring plan must be ready for on-time execution. Self-monitoring must begin NLT 12 hours after IIT arrives at POE (Tab F, Self-Monitoring).
- Review USG Host Team, IIT and USG escorts arrival preparation and planning.
- Review status of pre-inspection briefing.

(b) Inspection Ops Center Coordinator reports on the following: ..... ☐

- Final setup of the Inspection Ops Center: communications, supply, logistics, and administrative support.

(c) Base Preparation Coordinator reports on the following: ..... ☐

- Creation of building and area coordinator lists
- Impact of inspection on security/safety/operations.

16. Review tenant activity coordination activities as appropriate..... ☐

17. Schedule time and location for pre-arrival meeting ..... ☐

Time: \_\_\_\_\_ Place: \_\_\_\_\_

Attendees should include all those listed in Step 22 of this checklist.

Commanding Officer

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## NOTES

## Phase 2 — Initial Preparation Activities

<b>PHASE 1</b>	<b>PHASE 2</b>	<b>PHASE 3</b>	<b>PHASE 4</b>	<b>PHASE 5</b>	<b>PHASE 6</b>

Phase 2 is the time period from the start of self-monitoring (which is NLT 12 hours after the IIT arrives at the POE) to the arrival of the IIT at the facility (which must occur by 36 hours after arrival of the IIT at the POE).

**18. Confirm that self-monitoring has begun (Time: \_\_\_\_\_) ..... ☐**

**19. Confer with CIO to finalize IIT arrival planning ..... ☐**

Plans should accommodate any changes in arrival time, number of personnel, etc.  
Review plans in following areas:

**(a) Base Escort Coordinator training status ..... ☐**

Status of preparations to support perimeter activities, IIT arrival and inspection activities.

**(b) Provisions for any off-base transportation ..... ☐**

**(c) Provision for secure IIT and USG Escort work areas ..... ☐**

**(d) Provision for briefing/negotiation area ..... ☐**

This should be co-located with IIT work area.

**(e) On-base logistics support ..... ☐**

**NOTES**

**20. Provide status reports, as appropriate, for seniors in chain of command**..... ☐

**21. Review facility sampling policy**..... ☐

The treaty explicitly grants the IIT the right to take air, soil, and effluent samples within a 50-meter band outside the requested/final perimeter using prescribed equipment to document such facts that are related to possible CWC compliance/noncompliance. Additionally, the treaty specifically allows the IIT the right to *request* samples inside the perimeter (Appendix B5, Sampling).

## CONDUCT FACILITY PRE-ARRIVAL MEETING

This is the last status meeting before the arrival of the IIT to the facility.

**22. Receive Preparation Status reports.**

- |   |   |
|---|---|
| • CIO..... <input type="checkbox"/>                       | • Public Works Officer..... <input type="checkbox"/>    |
| • Ops Center Coordinator ..... <input type="checkbox"/>   | • Medical/Dental Officer..... <input type="checkbox"/>  |
| • Base Prep Coordinator ..... <input type="checkbox"/>    | • Public Affairs Officer ..... <input type="checkbox"/> |
| • Transportation Officer..... <input type="checkbox"/>    | • Supply Officer..... <input type="checkbox"/>          |
| • Base Escort Coordinator..... <input type="checkbox"/>   | • Administration Officer..... <input type="checkbox"/>  |
| • Physical Security Officer..... <input type="checkbox"/> | • Communications Officer ..... <input type="checkbox"/> |
| • Safety Officer ..... <input type="checkbox"/>           | • Resident NCIS Agent ..... <input type="checkbox"/>    |
| • Legal Officer ..... <input type="checkbox"/>            | • Tenant Activities..... <input type="checkbox"/>       |

**23. Verify completion of IIT arrival support preparations** ..... ☐

Commanding Officer

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## NOTES

### Phase 3 — Perimeter Negotiations/Final Preparations

PHASE 1	PHASE 2	PHASE 3	PHASE 4	PHASE 5	PHASE 6

Phase 3 is the time period from IIT arrival at the facility to the crossing of the final perimeter by the IIT. Crossing of the perimeter can be as much as 72 hours after the IIT arrives at the base.

#### PRE-INSPECTION BRIEFING ACTIVITIES

24. Hold a quick, informal meeting with the USG Host Team Leader, Escort Team Leader and Tiger Team Leader prior to the pre-inspection briefing ..... ☐

This short meeting is to provide an opportunity for the USG Escort Team Leader to pass any information to the facility prior to the start of the pre-inspection briefings and vice versa.

*The "tone" of the inspection will be established by the initial greeting of the IIT. The IIT should be shown the degree of respect usually accorded diplomats. The atmosphere of the briefing as well as any other interaction with the IIT should be professional and cordial. A confrontational attitude by any U.S. participant is discouraged.*

25. Participate in pre-inspection briefing upon arrival of IIT ..... ☐

Present the CO's welcome briefing — this is the official welcome (roughly 5 minutes in length) to the IIT, their USG escorts, and the USG Host Team. This also provides an opportunity to introduce other members of the IPS who will present portions of the briefing and will have contact on a routine basis with the IIT (i.e., safety officer, escort coordinator, etc.).

If the IIT has traveled straight from the POE to the facility, extend an offer to break to allow its members to stop at their quarters before delivery of the remainder of the pre-inspection briefing.

Commanding Officer

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## NOTES



- 26. Hold a USG-only strategy meeting immediately following the pre-inspection briefing with Host Team Representatives, USG Escort Team Leader, Base Prep Coordinator/Base Escort Coordinator, and Tiger Team Representatives ..... ☐**

The purpose of this meeting is to establish the ground rules regarding how the inspection plan will be implemented in the field. It is important that Escort Team members understand their role and limits of responsibility during the course of the inspection.

## NEGOTIATION ACTIVITIES

- 27. Support IIT perimeter activities ..... ☐**

- (a) Provide logistics, communications, and escort support, as required ..... ☐**
- (b) Transition self-monitoring, as needed, to IIT perimeter activities ..... ☐**
- (c) Support IIT efforts to verify facility location ..... ☐**

The IIT has the right to verify its location by using a geographic positioning system (GPS). The IIT will require accompanying escorts and transportation to a designated geographical reference point (GRP).

- 28. Notify tenant activities/agencies, and seniors of IIT arrival, as appropriate ..... ☐**

- 29. Support perimeter and inspection plan negotiations ..... ☐**  
(Appendix B1, Inspection Negotiations)

After every perimeter and inspection plan negotiating session, the CO or his designated representative, should brief the IPS on the results of the negotiations. At this point all necessary coordination efforts should be verified as in progress.

Commanding Officer

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## NOTES

**30. Conduct post-negotiation facility meeting .....** ☐

At the conclusion of negotiations, hold a meeting for key IPS personnel to review the following:

(a) **Review results of negotiations .....** ☐

(b) **Ensure that the Inspection Plan clearly identifies the buildings and areas and *sequence* for the inspection .....** ☐

(c) **Ensure congruency of site preparations with negotiated plan .....** ☐

(d) **Review status of base preparations.....** ☐

(e) **Review progress of perimeter activities .....** ☐

**31. Ensure all preparations are complete before authorizing the IIT to cross the perimeter.....** ☐

**Phase 4 — Inspection Activities**



Phase 4 is the time period from the IIT crossing of the final perimeter to the conclusion of the inspection by the IIT. Phase 4 can last up to 84 hours.

**32. Note the exact time the perimeter is officially crossed .....** ☐

**Time:** \_\_\_\_\_

**Place:** \_\_\_\_\_

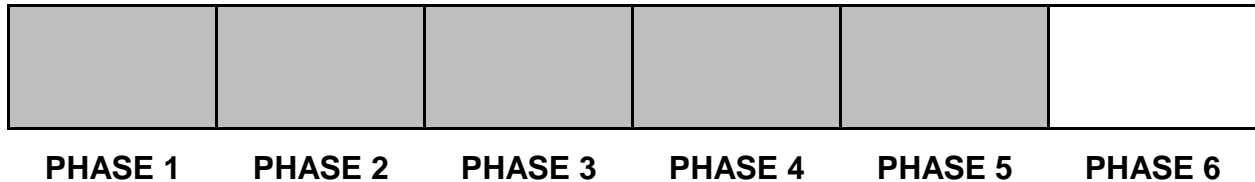
Commanding Officer

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## NOTES

33. **Oversee monitoring and tracking of IIT activities** ..... ☐
34. **Provide guidance concerning unanticipated inspection issues** ..... ☐
35. **Coordinate activities of tenant activities/agencies involved in inspection activities** ..... ☐
36. **Ensure coordination of ongoing operational activities and inspection plan execution** ..... ☐
37. **Hold daily inspection progress review meetings with appropriate personnel** ..... ☐
38. **Keep appropriate seniors informed of inspection progress** ..... ☐
39. **Arrange for post-inspection report writing support** ..... ☐

### Phase 5 — Post-Inspection Activities



Phase 5 is the 24-hour period following the conclusion of IIT inspection.

40. **Provide IIT administrative support**..... ☐

Commanding Officer

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## NOTES

41. Provide command support for resolving ambiguities or compliance issues that surfaced during the inspection period ..... ☐
42. View the report of IIT preliminary findings..... ☐
43. Provide logistics support as needed to transport the IIT from the facility at the completion of inspection activities ..... ☐

### Phase 6 — Post-Inspection Recovery



Phase 6 commences upon IIT departure. Phase 6 includes a complete post-inspection recovery and cleanup, continuing until the facility is fully restored to normal operating conditions.

44. Schedule and conduct meetings for post-inspection wrap-up, out-brief, and lessons learned, as desired..... ☐
45. Coordinate facility restoration to normal operations with final OPSEC walkthrough and debriefings..... ☐
46. Inform appropriate DON seniors of inspection completion ..... ☐

Commanding Officer

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## NOTES



## Appendix A1

### TIGER TEAM SUPPORT

<i>Appendix A1 provides information to the Commanding Officer (CO) concerning the Naval Treaty Implementation Program Inspection Support Tiger Team.</i>
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#### BACKGROUND

Intrusive challenge inspections of Naval and Marine Corps facilities require significant preparation to ensure a smooth inspection while providing adequate security safeguards. Because of financial constraints, the Department of the Navy (DON) cannot prepare all of its activities for the remote possibility of a challenge inspection. But, since hosting a Chemical Weapons Convention (CWC) challenge inspection without prior preparation or without outside assistance may place the facility commander at a disadvantage, the DON has prepared this generic Inspection Readiness Plan (IRP) as an "off-the-shelf" document. In addition, a DON Tiger Team of experts will be rapidly deployed to assist the facility.

#### SCOPE

The Navy CWC Tiger Team comprises senior uniformed and civilian personnel. Members of the team will perform assigned functions in their areas of expertise and in conjunction with the IRP. These functional area experts will be prepared to modify and redirect activities as required by site conditions, to assist Inspection Planning Staff members wherever required, and to undertake assignments across a variety of preparation activities depending on the needs of the site and the direction of the CO. The Tiger Team will provide expertise in chemical weapons (CW) treaty implementation, planning, policy, contracting, and inspection preparation support. The team is detailed to the inspected command within the first 24 hours of the inspection notification. The size of the team will depend on the characteristics of the challenged site, but will likely range from 10 to 20 people (see Table A1-I for Tiger Team personnel assignments). The Tiger Team also brings an array of inspection-related equipment to facilitate communication and preparation activities (see Table A1-II).

After initial notification, the Tiger Team will travel to the challenged activity via the earliest available transportation. *The Tiger Team is assigned on temporary duty status to the CO and will assist the CO in all phases of the inspection.*

The Navy CWC Tiger Team is directly tasked to assist the facility in all phases of the CWC Challenge Inspection process. The Tiger Team takes the "Navy" viewpoint of the inspection. Its main interests are ensuring that the inspection does not jeopardize facility security and does not embarrass the DON. The CO should talk candidly with the members of the Tiger Team. The Tiger Team's goals are to minimize the inspection impact on operations; to ensure that the CO's concerns are adequately addressed at appropriate levels of the USG arms control chain of command; and to assist the facility in preparing for the inspection.

One of the tools that the Tiger Team employs is the Treaty Information Management System (TIMS). TIMS uses an off-the-shelf geographic information system to allow the facility to track the progress of inspection preparations and activities and to provide a means for the management of large amounts of data. TIMS will be graphically displayed in the Inspection Ops Center during the entire inspection process, allowing base leadership to manage and track multiple inspection activities at all times.

**Table A1-I. Nominal Inspection Planning Staff Assignments  
and Tiger Team Counterpart**

<b>IPS Position</b>	<b>Tiger Team Member</b>	<b>IRP Tab</b>
Commanding Officer	Team Leader	A - CO's Checklist
Challenge Inspection Officer (CIO)	Deputy Team Leader	B - CIO's Checklist
Inspection Ops Center Coordinator	Inspection Ops Center Specialist	C - Inspection Ops Center
	CW Treaty Expert	
Base Preparation Coordinator	Base Preparation Specialist TIMS Specialist	D - Base Preparation
Base Escort Coordinator	Base Escort Specialist	E - Base Escorts
Self Monitoring Coordinator	Self Monitoring Specialist (2)	F - Self Monitoring
Physical Security Officer	Security Specialist	G - Physical Security
OPSEC Officer		H - Operations Security
NCIS Agent (Local)	NCIS Agent (Wash., D.C.)	I - Counterintelligence
Safety Officer		J - Safety
Communication Officer	Equipment/Comms. Specialist	K - Communications
Transportation Officer	Logistics/Admin. Specialist	L - Transportation Sections
Supply Officer	Logistics/Admin. Specialist	L - Supply Sections
Administration Officer	Documentation Specialist	L - Administration Section
Public Affairs Officer	HQ PA Specialist	M - Public Affairs
Legal Officer	HQ Legal Specialist	N - Legal
Medical/Dental Officer		O - Medical/Dental

**Table A1-II. Tiger Team Equipment List**

Category	Item	Quantity
<b>Computer</b>	3M Computer Projector	1
	Admin/Logistics Laptop	1
	Modem Cable	1
	Portable Printer	2
	Portable Documents Scanner	1
	Projector Spare lightbulb	1
	Software Backup	As required
	TIMS Laptop Computer	4
<b>Communications</b>	Cellular Telephones	2
	Conference Caller	1
	Fax Machine	1
	Key Variable Loader (KVL)	1
	Remote Speaker/Mics	5
	Repeater	1
	Saber Battery Charger	1
	Saber I Radios	17
	Spare Antennas	17
	Spare KVL Battery	1
	Spare Saber Batteries	17
	STU-III Telephones w/keys	2
<b>Audio Visual</b>	8 MM TV/VCR Monitors	2
	8 MM Camcorders	5
	AC Power Adapters	7
	Accessories	As required
	Cassette Recorders	3
	Spectra Cameras	2
	Spectra Film Packs	3
	35 mm Camera	1
	35 mm color film	2 rolls

**Table A1-II — Continued**

<b>Category</b>	<b>Item</b>	<b>Quantity</b>
	NiCad Batteries	20
	Tripod	5
	Video Tape	50
<b>Equipment Handling</b>	Equipment Transportation Cases	As required
	Backpack	5
	Portable Radio Holsters	10
<b>Positioning Equipment</b>	Global Positioning System	1
	Magnetic Compass	1
<b>Miscellaneous</b>	100 meter tape	1
	AA Batteries	As required
	D Batteries	As required
	Duct Tape	2 rolls
	Extension Cords	3
	Flashlights	3
	Gate Seals	100
	Gate Seal Warning Labels	50
	Multipliers	3
	Office equipment/supplies kit (see attached list)	1
	Power Strips	3
<b>Documentation</b>	CWC Inspection Readiness Plans #	2
	DOD Guidance Compendium	1
	CWC TIMS Inspection Operations Manuals	4
	CWC Treaty documents	2
	IIT Inspectors Manual	1
	Tiger Team Manual	1
	ZY Index	1
	ZWC Facility diagram #	1
	Tiger Team Equipment Manual	1
	Host Team Manual	1

**Table A1-II — Continued**

<b>Briefing Packages</b>	CWC Challenge Inspection Overview *	1
	Challenge Inspection Tiger Team Planning Meeting *	1
	Challenge Inspection Self-Monitoring Training *	1
	Challenge Inspection Base Escort Training *	1
	Challenge Inspection Observer Brief *	1
	Treaty Information Management System (TIMS) Brief *	1
<b>Videos</b>	CWC IRP Video	1
	CWC Self-Monitoring Video	1
<b>Wall Charts</b>	Base Prep Status (Paper E-Size)	1
	Self-Monitoring †	1
	Plan of the Day †	1
	Inspection Activity †	1
	Communications Base Preparation †	1
	CWC Challenge Inspection Timeline †	1
<b>Other Equipment</b>	Cellphone (SP 2025 personnel)	8
<b>Admin/Logistics Supplies</b>	Office Supplies (list included with equipment)	As required

**KEY:**

#	CD-ROM included
*	1 hard copy, 1 transparency, and 1 electronic Power Point formatted file
†	Laminated charts

## Appendix A2

# TENANT ACTIVITIES

*Appendix A2 provides guidance to the tenant activities located on the inspected facility.*

### BACKGROUND

Intrusive challenge inspections of DON and Marine Corps facilities require significant preparation to ensure a smooth inspection, while providing adequate security safeguards. Both the host facility and all tenant activities present on the facility will be affected during a Chemical Weapons Convention (CWC) challenge inspection. Careful evaluation of the tenant activities' operations will facilitate the preparation process, which will lead to a successful, organized inspection. The host facility, in coordination with the Tiger Team from the Naval Treaty Implementation Program, will assist tenant activities with all preparation necessary for the challenge inspection.

### ACTION

1. For an overview of the facility Inspection Readiness Plan (IRP), provide each tenant activity with a copy of the Executive Summary and the Basic Plan from the IRP.
2. If copies are available, request that the CWC video "Preparing Department of the Navy Facilities for a Chemical Weapons Convention Challenge Inspection" be viewed before the initial planning meeting by all tenants.
3. Provide each tenant representative with a copy of the Tenant Activity Checklist and set of information sheets.
4. Inform tenant activities of the time and place for the initial planning meeting.

**NOTES**



# Tenant Activities Checklist

## Phase 1 — Notification/Initial Planning & Response

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**PHASE 1**

**PHASE 2**

**PHASE 3**

**PHASE 4**

**PHASE 5**

**PHASE 6**

Phase 1 is the time period from initial notification to start of self-monitoring. Self-monitoring must begin NLT 12 hours after International Inspection Team (IIT) arrives at the point of entry (POE).

### 1. Attend Commanding Officer's (CO) initial inspection planning meeting..... ☐

Tenant activity/activity representatives who should attend the initial inspection planning meeting might include, for example

- Communications stations, Marine detachments, Marine ordnance test units, explosive ordnance disposal detachments, schools, etc.
- Other resident tenant agencies, services, for example, Air Force, Army, Coast Guard, National Aeronautics and Space Administration, Federal Aviation Administration and private contractors.

### 2. Receive appropriate tabs for your tenant activity from the Challenge Inspection Officer (CIO) ..... ☐

The CIO will distribute IRP sections relevant to your activity, including Executive Summary; Basic Plan; Appendix A2, Tenant Activities; Tab D, Base Preparation; and Tab D's appendixes (checklists).

Commanding Officer

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## NOTES

### 3. Assess impact of the inspection on operations ..... ☐

Throughout the inspection, a concept referred to as "managed access" is used to define the extent to which the inspection team is allowed to carry out its inspection mandate. Under this process, the IIT and the inspected State Party negotiate the extent of access to particular areas within the inspection perimeter, particular inspection activities, such as sampling, and the provision of particular information by the inspected State Party. It defines a process through which the rights and obligations of the IIT and the inspected State Party are reconciled during negotiations.

- (a) Complete the tenant activity information sheet and return to CIO. Consider in your assessment of vulnerabilities and when answering the questions posed in the information sheets that managed access procedures will be used as necessary to provide the IIT with the information requested while protecting facility/tenant concerns over classified or proprietary information.
- (b) Work with the Operations Security (OPSEC) Officer to identify specific tenant activity sensitivities.
- (c) Request Operations Officers (airfield, harbor, test or firing ranges, etc.) to assess impact of inspection on operations (to include personnel issues such as personnel augmentation and overtime) and safety.

**NOTE:** Activities with air stations should consider limiting incoming transient aircraft to official business only after the notification of a challenge inspection.

Review planned operations and Notice to Airmen (NOTAM) procedures. Likewise, activities with pier facilities/harbor operations/anchorages should review local operations area procedures/Notice to Mariners as appropriate. All these areas may be subject to self-monitoring/exit monitoring.

### 4. Following the meeting, meet with Base Prep Coordinator ..... ☐

- (a) Determine the possible scope of the inspection as it relates to the tenant activity.
- (b) Determine what, if anything belonging to the tenant activity, might be located within the inspection perimeter.
- (c) Estimate number of tenant personnel that will be needed to support the inspection.

**NOTES**

### INFORMATION ON MANAGED ACCESS

To protect sensitive, classified, and proprietary information while satisfying compliance concerns of the IIT, the USG will utilize managed access provisions for buildings and areas that are included in the inspection plan.

The CWC specifies that the IIT will conduct the inspection *in the least intrusive manner possible*. Wherever possible, the team shall begin with the least intrusive procedures it deems acceptable and proceed to more intrusive procedures only as it deems necessary.

Managed access is in fact used throughout the inspection process. Through the use of escorts, timing, point control, shrouding etc., the facility is always managing the access of the inspection team. The treaty outlines some specific types of managed access such as

- Removing sensitive papers from view;
- Shrouding sensitive displays, stores, equipment, computers, or electronic systems;
- Logging off of computer systems and turning off data indicating devices;
- Securing certain facility operations;
- Release of selected personnel to liberty/leave status;
- Random selective access: involves requesting that the IIT select a percentage or number of buildings and/or rooms within buildings from which it will randomly select areas for inspection; and
- Exceptional access: involves selecting specific individuals or subgroups of the IIT and granting only these individuals access to certain inspection areas.<sup>1</sup>

If the USG chooses to provide less than full access to places, activities, or information, it is obligated to make every reasonable effort to provide alternate means to alleviate the possible compliance concern. Alternate means involves the use of evidence that will satisfy the IIT concern without providing full disclosure of the item in question. Such evidence could include photographs, blueprints, viewing a building or room through windows, or an entrance, or by remote means, or the partial lifting of a shroud to refute a specific allegation.

<sup>1</sup>Neither random selective access nor exceptional access should be primary methods of managed access.

**NOTES**

(d) Identify an area point of contact(s) (POC) for the tenant activity.

- Individuals must be knowledgeable of the area for which they will be responsible.
- The area POCs will work with Base Prep Coordinator to complete tenant preparations.
- The area POCs must have authority to secure cooperation of affected personnel to prepare buildings and areas for the inspection.

5. **Report any hazardous operation or safety risks that might affect the inspection to the Safety Officer** ..... ☐

6. **Determine vehicular needs, if any, with the Transportation Officer** ..... ☐

7. **Verify that the tenant activity is properly shown on the CIO's facility map**..... ☐

8. **Attend Tiger Team planning meeting**..... ☐

Review with appropriate staff the status of the tenant activity questionnaire. Address any concerns to appropriate staff.

9. **Attend Phase 1-2 transition meeting** ..... ☐

Be prepared to report on coordination activities as appropriate.

Commanding Officer

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## NOTES



## Phase 2 — Initial Preparation Activities

<b>PHASE 1</b>	<b>PHASE 2</b>	<b>PHASE 3</b>	<b>PHASE 4</b>	<b>PHASE 5</b>	<b>PHASE 6</b>

Phase 2 is the time period from the start of self-monitoring (which is 12 hours after the IIT arrives at the POE) to the arrival of the IIT at the facility (which must occur by 36 hours after arrival of the IIT at the POE).

### 10. Attend facility pre-arrival meeting..... ☐

This is the last status meeting prior to the arrival of the IIT to the facility. Report on preparation status of tenant activity.

## Phase 3 — Perimeter Negotiations/Final Preparations

<b>PHASE 1</b>	<b>PHASE 2</b>	<b>PHASE 3</b>	<b>PHASE 4</b>	<b>PHASE 5</b>	<b>PHASE 6</b>

Phase 3 is the time period from IIT arrival at the facility to the crossing of the final perimeter by the IIT. Crossing of the perimeter can be as much as 72 hours after the IIT arrives at the facility.

### 11. Participate in pre-inspection briefing upon arrival of IIT ..... ☐

### 12. Support perimeter and inspection plan negotiations ..... ☐

After every perimeter and inspection plan negotiating session, the CO or his designated representative should brief the Inspection Planning Staff (IPS) and tenant activities representatives on the results of the negotiations. At this point all necessary coordination efforts should be verified as in-progress.

Commanding Officer

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## NOTES

**13. Attend post-negotiation facility meeting.....** ☐

At the conclusion of negotiations attend a meeting for key IPS personnel to review the following:

(a) Review results of negotiations..... ☐

(b) Ensure that the inspection plan clearly identifies the buildings and areas and *sequence* for the inspection..... ☐

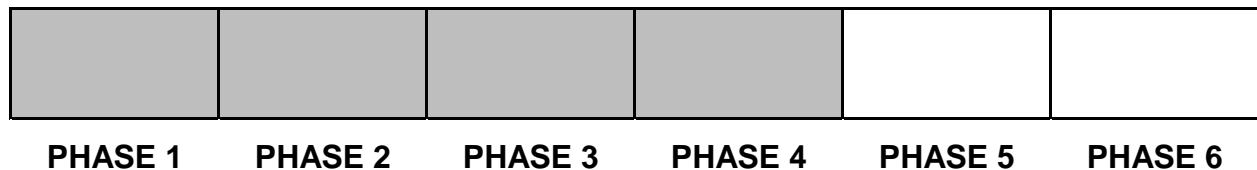
(c) Ensure congruency of site preparations with negotiated plan ..... ☐

(d) Review status of base preparations ..... ☐

(e) Review progress of perimeter activities..... ☐

**14. Ensure all tenant activity preparations are complete prior to authorizing the IIT to cross the perimeter ..... ☐**

**Phase 4 — Inspection Activities**



Phase 4 is the time period from the IIT crossing of the final perimeter to the conclusion of the inspection by the IIT. Phase 4 can last up to 84 hours.

**15. Coordinate inspection activities with CIO.....** ☐

**16. Attend daily inspection progress review meetings ..... ☐**

**17. Attain status reports on the progress of the inspection..... ☐**

Commanding Officer

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## NOTES

### Phase 5 — Post Inspection Activities

PHASE 1	PHASE 2	PHASE 3	PHASE 4	PHASE 5	PHASE 6

Phase 5 is the 24-hour period following the conclusion of IIT inspection.

18. **Work with command to resolve ambiguities or compliance issues that surfaced during the inspection period**..... ☐

### Phase 6 — Post-Inspection Recovery

PHASE 1	PHASE 2	PHASE 3	PHASE 4	PHASE 5	PHASE 6

Phase 6 commences upon IIT departure. Phase 6 includes a complete post-inspection recovery and cleanup, continuing until the facility is fully restored to normal operating conditions.

19. **Conduct after action reviews** ..... ☐

Coordinate with the OPSEC officer and the Naval Criminal Investigative Service (NCIS) agent to assist in personnel debriefs.

20. **Complete tenant activity after-action report** ..... ☐

21. **With CO's concurrence, return to normal operations**..... ☐

22. **As necessary, develop a tenant activity remedial action plan and track all corrective actions taken** ..... ☐

Commanding Officer

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## NOTES

CWC Challenge IRP A2-17

Commanding Officer

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## NOTES



TENANT ACTIVITY INFORMATION SURVEY — <i>Continued</i>			
<b>2. OPERATIONS</b>	What would be the impacts of access, shutdown, rescheduling, or relocation of major programs?		
	What additional equipment and manpower requirements would your command require to support a CWC International Inspection Team?		
<b>3. SCHEDULING</b>	Explain how tenant activity operations scheduling is accomplished:		
	Could a CWC inspection occur without major operational impacts?	YES	NO
	Explain:		

Commanding Officer

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## NOTES

## Appendix A3

### SHIPS IN PORT

<i>Appendix A3 provides guidance to the ships in port located on the inspected facility.</i>
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#### BACKGROUND

Intrusive challenge inspections of Naval and Marine Corps facilities require significant preparation to ensure a smooth inspection, while providing adequate security safeguards. Both the host facility and any ships in port will be affected during a Chemical Weapons Convention (CWC) challenge inspection. Careful evaluation of the ships' operations by the facility Operations Officer or representative will facilitate the preparation process, which will lead to a successful, organized inspection. The host facility, in coordination with the Tiger Team from the Naval Treaty Implementation Program, will assist each ship with all preparation necessary for the challenge inspection.

#### ACTION

1. Determine what ships will be in port during the inspection.
2. For an overview of the facility Inspection Readiness Plan (IRP), provide each ship point of contact (POC) with a copy of the Executive Summary and the Basic Plan from the IRP.
3. If copies are available, request that the CWC video "Preparing Department of the Navy Facilities for a Chemical Weapons Convention Challenge Inspection" be viewed before the initial planning meeting by all tenants.
4. Provide each representative with a copy of the Ships in Port Checklist and a set of information sheets.
5. Inform representatives of the time and place of the initial planning meeting.

**NOTES**

# Ships in Port Checklist

## Phase 1 — Notification/Initial Planning & Response

<b>PHASE 1</b>	<b>PHASE 2</b>	<b>PHASE 3</b>	<b>PHASE 4</b>	<b>PHASE 5</b>	<b>PHASE 6</b>

Phase 1 is the time period from initial notification to start of self-monitoring. Self-monitoring must begin NLT 12 hours after International Inspection Team (ITT) arrives at the point of entry (POE).

**1. Attend Commanding Officer's (CO) initial inspection planning meeting ..... ☐**

The ship's Operations Officer or a designated representative should attend the initial inspection planning meeting.

**2. Receive appropriate tabs for ships in port from the Challenge Inspection Officer (CIO)..... ☐**

The CIO will distribute Inspection Readiness Plan (IRP) sections relevant to your activity, including Executive Summary; Basic Plan; Appendix A3, Ships in Port; Tab D, Base Preparation; and Appendixes D1 through D3 (checklists).

**3. Assess the Impact of the inspection on operations ..... ☐**

Throughout the inspection, a concept referred to as managed access is used to define the extent to which the IIT is allowed to carry out its inspection mandate. Under this process, the IIT and the inspected State Party negotiate the extent of access to particular areas within the inspection perimeter; particular inspection activities, such as sampling; and the provision of particular information by the inspected State Party. It defines a process through which the rights and obligations of the IIT and the inspected State Party are reconciled during negotiations.

**NOTES**

### INFORMATION ON MANAGED ACCESS

To protect sensitive, classified, and proprietary information while satisfying compliance concerns of the IIT, the USG will utilize managed access provisions for buildings and areas that are included in the inspection plan.

The CWC specifies that the IIT will conduct the inspection *in the least intrusive manner possible*. Wherever possible, the team shall begin with the least intrusive procedures it deems acceptable and proceed to more intrusive procedures only as it deems necessary.

Managed access is in fact used throughout the inspection process. Through the use of escorts, timing, point control, shrouding etc., the facility is always managing the access of the inspection team. The treaty outlines some specific types of managed access such as

- Removing sensitive papers from view;
- Shrouding sensitive displays, stores, equipment, computers, or electronic systems;
- Logging off of computer systems and turning off data indicating devices;
- Securing certain facility operations;
- Release of selected personnel to liberty/leave status;
- Random selective access: involves requesting that the IIT select a percentage or number of buildings and/or rooms within buildings from which it will randomly select areas for inspection; and
- Exceptional Access: involves selecting specific individuals or subgroups of the IIT and granting only these individuals access to certain inspection areas.<sup>1</sup>

If the USG chooses to provide less than full access to places, activities, or information, it is obligated to make every reasonable effort to provide alternate means to alleviate the possible compliance concern. Alternate means involves the use of evidence that will satisfy the IIT concern without providing full disclosure of the item in question. Such evidence could include photographs, blueprints, viewing a building or room through windows, or an entrance, or by remote means, or the partial lifting of a shroud to refute a specific allegation.

<sup>1</sup>Neither random selective access nor exceptional access should be primary methods of managed access.

Commanding Officer

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## NOTES



- (a) Complete the questionnaire concerning the ships in port with the ship POCs and return the questionnaire to CIO.
- (b) Work with the Operations Security (OPSEC) Officer to identify specific ship sensitivities.
- (c) Assess the impact of the inspection on operations (to include personnel issues such as personnel augmentation and liberty) and safety.

**4. Following the meeting, meet with Base Prep Coordinator ..... ☐**

- (a) Determine the possible scope of the inspection as it relates to the ships in port.
  - Determine if ships might be located within the inspection perimeter.
  - Estimate number of ship personnel that will be needed to support the inspection.
- (b) Identify a ship POC for each ship in port.
  - The ship POC must be knowledgeable of the ship and its operations.
  - Ship POCs will work with Base Prep Coordinator to complete ship preparations.
  - A ship POC must have authority to secure cooperation of affected ship's company to prepare the ship for the inspection.

**5. Report to the Safety Officer any hazardous operation or safety risks that might affect the inspection ..... ☐**

**6 . Attend Tiger Team planning meeting..... ☐**

Review with appropriate staff the status of the ships in port questionnaire. Address any concerns to appropriate staff.

**7. Attend Phase 1-2 transition meeting ..... ☐**

Be prepared to report on coordination/preparation activities as appropriate.

**NOTES**

## Phase 2 — Initial Preparation Activities

<b>PHASE 1</b>	<b>PHASE 2</b>	<b>PHASE 3</b>	<b>PHASE 4</b>	<b>PHASE 5</b>	<b>PHASE 6</b>

Phase 2 is the time period from the start of self-monitoring (which is 12 hours after the IIT arrives at the POE) to the arrival of the IIT at the facility (which must occur by 36 hours after arrival of the IIT at the POE).

1. **Attend facility pre-arrival meeting**..... ☐

Report on preparation status of the ship.

## Phase 3 — Perimeter Negotiations/Final Preparations

<b>PHASE 1</b>	<b>PHASE 2</b>	<b>PHASE 3</b>	<b>PHASE 4</b>	<b>PHASE 5</b>	<b>PHASE 6</b>

Phase 3 is the time period from IIT arrival at the facility to the crossing of the final perimeter by the IIT. Crossing of the perimeter can be as much as 72 hours after the IIT arrives at the facility.

1. **Participate in pre-inspection briefing upon arrival of IIT** ..... ☐

2. **Support perimeter and inspection plan negotiations** ..... ☐

After every perimeter and inspection plan negotiating session, the CO or his designated representative should brief the Inspection Planning Staff (IPS) on the results of the negotiations. At this point, all necessary coordination efforts should be verified as in progress.

Commanding Officer

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## NOTES

3. Attend post-negotiation facility meeting..... ☐

At the conclusion of negotiations, attend a meeting for key IPS personnel to review the following:

(a) Review results of negotiations..... ☐

(b) Ensure that the inspection plan clearly identifies the ships in-port (if inspected) and areas and *sequence* for the inspection ..... ☐

(c) Ensure congruency of ship's preparations with negotiated plan ..... ☐

(d) Review status of base preparations ..... ☐

(e) Review progress of perimeter activities ..... ☐

4. Ensure ship preparation activities are coordinated with facility CO prior to the IIT crossing the perimeter ..... ☐

### Phase 4 — Inspection Activities



Phase 4 is the time period from the IIT crossing of the final perimeter to the conclusion of the inspection by the IIT. Phase 4 can last up to 84 hours.

1. Ensure all ship preparation activities are complete prior to ship inspection by IIT ..... ☐

2. Coordinate inspection activities with CO ..... ☐

Commanding Officer

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## NOTES

3. Attend daily inspection progress review meetings ..... ☐

4. Attain status reports on the progress of the inspection ..... ☐

### Phase 5 — Post-Inspection Activities



Phase 5 is the 24-hour period following the conclusion of IIT inspection.

1. Work with command to resolve ambiguities or compliance issues that surfaced during the inspection period ..... ☐

### Phase 6 — Post-Inspection Recovery



Phase 6 commences upon IIT departure. Phase 6 includes a complete post-inspection recovery and cleanup, continuing until the facility is fully restored to normal operating conditions.

1. Conduct after-action review ..... ☐

Coordinate with the OPSEC Officer and the Naval Criminal Investigative Service (NCIS) agent to assist in personnel debriefs.

Commanding Officer

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## NOTES



2. Complete ship activity after-action report..... ☐
3. With facility CO's concurrence, return to normal operations..... ☐
4. As necessary, develop a ship remedial action plan and track  
all corrective actions taken ..... ☐

Commanding Officer

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## NOTES

# SHIPS IN PORT INFORMATION SURVEY

COMPLETED BY:

TIME/DATE:

## 1. OPERATIONS

Consider managed access methods when making assessments of your vulnerabilities.

What major operations are scheduled from \_\_\_\_\_ to \_\_\_\_\_?

Will the CO/XO/Operations Officer be available during this time frame?
--

Are there any underways scheduled?
------------------------------------

**YES**

NO
----

Consider managed access methods when making assessments of your vulnerabilities.

Of these operations, which are likely to require extensive protection in the event foreign visitors were allowed on board?

Could any of these major operations be shut down or rescheduled prior to a CWC International Inspection Team's arrival on the site?

Commanding Officer

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## NOTES

SHIPS IN PORT INFORMATION SURVEY — <i>Continued</i>	
<b>1. OPERATIONS CONTINUED</b>	What approvals would be necessary for each of these operations in terms of allowing the International Inspection Team access, shutting down the operation, or rescheduling the operation?
<b>2. SCHEDULING</b>	

Commanding Officer

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## NOTES

[illegible]

Commanding Officer

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## NOTES